



DOD 4165.63-M

DOD HOUSING MANAGEMENT

SEPTEMBER 1993

**OFFICE OF THE UNDER SECRETARY OF DEFENSE
(ACQUISITION AND TECHNOLOGY)**



OFFICE OF THE UNDER SECRETARY OF DEFENSE
WASHINGTON, DC 20301

30 SEP 1993

FOREWORD

This Manual is **reissued** under the authority of DoD Directive 4165.63, "DoD Housing," July 20, 1969. It complies with DoD Directive 4001.1, "Installation Management," September 4, 1966, which gives installation commanders broad authority to decide how best to accomplish their mission.

DoD 4165.63-M, "DoD Housing **Management**," June 1966, is hereby canceled.

This Manual applies to the **Office** of the Secretary of Defense (**OSD**), the **Military** Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and **Specified** Commands, and the Defense **Agencies** (hereafter referred to collectively as "DoD Components").

This Manual is effective immediately. The Heads of the DoD Components **shall** implement this Manual by its distribution for use within 120 days. They may issue supplemental instructions to provide for unique requirements within their respective commands.

Multi-Service and individual Service supplementation shall be minimal and conform to the basic policy guidance of this Manual. Copies of supplemental instructions shall be provided to the Assistant Deputy Under Secretary of Defense (Conservation and Installations) within 30 days of issuance.

Send recommended changes to the Manual through channels to:

Assistant Deputy Under Secretary of Defense (Conservation and
Installations)
Office of the Deputy Under **Secretary** of Defense (Environmental Security)
The Pentagon
Washington, DC 20301-3400

The DoD Components may obtain copies of this Manual through their own **publication** channels. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National **Technical** Information **Service**, 5265 Port Royal Road, Springfield, Virginia 22161.

Russel E. Milnes
Assistant Deputy Under Secretary of Defense
(Conservation and Installations)

Environmental Seemly--Defending Our Future

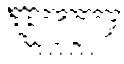


TABLE OF CONTENTS

	<u>Page</u>
Foreword	i
Table of Contents	ii
Figures	iv
Tables	iv
References	v
Abbreviations and/or Acronyms	viii
CHAPTER 1- GENERAL INFORMATION	
A. Purpose	1-1
B. Definitions	1-1
C. Policy Guidance	1-1
D. Responsibilities	1-5
E. Information Requirements	1-7
CHAPTER 2- GUIDELINES FOR MANAGEMENT OF FAMILY HOUSING	
A. General	2-1
B. Functions of a Family Housing Office	2-1
c. Housing Referral Services (HRS)	2-2
D, Military Family Housing Requirements	2-3
E. Assignment of DoD Family Housing	2-7
F. Home Enterprises	2-11
G. Furnishings	2-11
H. DoD Family Housing Facilities	2-12
1. General and Flag Officers' Quarters (G&FOQs)	2-13
J. Military Family Housing Appropriations	2-13
CHAPTER 3- FAMILY HOUSING LEASING	
A. General	3-1
B. Domestic Leasing	3-2
C. Foreign Leasing	3-2

CHAPTER 4- OCCUPANT RESPONSIBILITY

A. General	4-1
B. Occupant Responsibility	4-1
C. Payroll Deduction Authority	4-2

CHAPTER 5- UNACCOMPANIED PERSONNEL HOUSING AND TEMPORARY LODGING FACILITIES

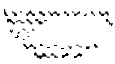
A. Unaccompanied Personnel Housing (UPH)	5-1
1. General	5-1
2. Permanent Party Unaccompanied Personnel Housing	5-3
3. Transient Unaccompanied Personnel Housing	5-4
B. Determining UPH Requirements and Submitting Proposed Projects	5-7
C. Temporary Lodging Facilities	5-9

CHAPTER 6- ESTABLISHMENT OF CHARGES FOR RENTAL QUARTERS AND RELATED FACILITIES

A. General	6-1
B. Procedures	6-2

APPENDICES

A. Definitions	A-1
B. Housing Service Forms	B-1
C. Family Housing Information Requirements	C-1
D. UPH Inventory and Utilization Data, RCS DD-A&T(A)1470, Instructions for Completing DD Form 2085	D-1
E. High Cost Foreign Lease Form	E-1



FIGURES

<u>Figure</u>	<u>Title</u>	<u>Page</u>
B - 1	DD Form 1747	B-1
B-2	DD Form 1746	B 2
C-1	DD Form 1410	c-2
c-2	DD Form 1411	c-3
C-3	DD Form 1523	C-10
C-4	DD Form 2405	C-16
D-1	DD Form 2085	— D-2
E-1	DD Form 2643	E-1

TABLES

<u>Table</u>	<u>Title</u>	<u>Page</u>
1-1	DoD Housing Management Information Requirements	1-8
2-1	Military and Civilian Schedule of Equivalent Grades	2-9
5-1	Minimum Standards of Acceptable Space and Privacy, Existing Inventory	5-1

REFERENCES

- (a) DoD Directive 4001.1, "Installation Management: September 4, 1986
- (b) DoD 4270.1 -M, "Policy Guidelines for Installation Planning, Design, Construction and Upkeep," September 1987, authorized by DoD Instruction 5000.2, February 23, 1991
- (c) MIL-HNBK-1 190, "Facility Planning and Design Guide," September 1, 1987
- (d) MIL-HNBK-1035, "Family Housing," June 15, 1989
- (e) DoD Instruction 1100.16, "Equal Opportunity in Off-Base Housing," August 14, 1989
- (f) DoD Directive 1400.6, "DoD Civilian Employees in Overseas Areas," February 15, 1980
- (g) Office of Management and Budget Circular No. A-11, "Preparation and Submission of Budget Estimates," July 2, 1992
- (h) Section 3601 et seq. of title 42, United States Code
- (i) Section 794 of title 29, United States Code
- (j) Section 2775 of title 10, United States Code
- (k) DoD Instruction 1338.19, "Relocation Assistance Programs," June 15, 1990
- (l) Section 1056 of title 10, United States Code
- (m) Section 1055 of title 10, United States Code
- (n) Executive Order 12759, "Federal Energy Management," April 17, 1991
- (o) Public Law 102-486, "Energy Policy Act of 1992," October 24, 1992
- (p) DoD Instruction 4170.10, "Energy Management Policy," August 8, 1991
- (q) DoD Directive 1100.12, "Authority for Establishing Special Command Positions," September, 1991
- (r) Subsections 2251 (a)(2) and 2251 (b) of title 10, United States Code
- (s) Public Law 90-480, "Architectural Barriers Act," August 12, 1968, as amended (42 U.S.C. 4151 et seq.)
- (t) Sections 401 and 403 of title 37, United States Code
- (u) Section 1147 of title 10, United States Code
- (v) Section 1174a of title 10, United States Code
- (w) Section 1175 of ~~title~~ 10, United States Code
- (x) DoD Directive 5118.3, "Comptroller of the Department of Defense," June 24, 1991
- (y) DoD Directive 5124.2, "Assistant Secretary of Defense (Personnel and Readiness)," January 26, 1990
- (z) DoD Directive 1020.1, "Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense," March 31, 1982
- (aa) Public Law 93-112, "Rehabilitation Act of 1973," September 26, 1973
- (bb) FED-STD-795, "Uniform Federal Accessibility Standards," April 1, 1988, as amended
- (cc) DoD Directive 4270.5, "Military Construction Responsibilities," March 2, 1982
- (old) DoD Instruction 7041.3, "Economic Analysis and Program Evaluation for Resource Management," October 18, 1972
- (ee) DoD Directive 4165.50, "Homeowners Assistance Program (HAP)," June 26, 1991
- (ff) DoD Instruction 7040.4, "Military Construction Authorization and Appropriation," March 5, 1979
- (gg) Sections 901-907 of title 20, United States Code

- (hh) Office of Management and Budget Circular No. A-45 Revised, "Policy Governing Charges for Rental Quarters and Related Facilities," March 28, 1984
- (ii) DoD Directive 1330.5, "American National Red Cross," August 16, 1969
- (jj) DoD Directive 1330.12, "United Service Organizations, Inc.," November 9, 1987
- (kk) DoD Directive 1344.7, "Personal Commercial Solicitation on DoD Installations," February 13, 1986
- (ll) Section 2826 of title 10, United States Code
- (mm) Section 2387 of title 10, United States Code
- (nn) Section 1348(d) of title 31, United States Code
- (oo) Section 2825 of title 10, United States Code
- (pp) DoD 7000.14-R, Volumes 2A and B, "DoD Financial Management Regulation (Budget Formulation and Presentation)," June 1993, authorized by DoD Instruction 7000.14, November 15, 1992
- (qq) DoD Directive 4710.1, "Archeological and Historic Resources Management," June 21, 1984
- (rr) Section 2854 of title 10, United States Code
- (ss) Public Law 102-522, "Fire Administration Authorization Act Act of 1992," October 26, 1992
- (tt) Section 2829 of title 10, United States Code
- (uu) Section 2828 of title 10, United States Code
- (w) Office of Management and Budget Circular No. A-94, "Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs," October 29, 1992
- (ww) Section 2396 of title 10, United States Code
- (xx) DoD 7200.10-M, "Department of Defense Accounting and Reporting for Government Property Lost, Damaged, or Destroyed," March 1991, authorized by DoD Instruction 7200.10, May 16, 1977
- (yy) DoD Instruction 7045.18, "Collection of Indebtedness Due the United States," March 13, 1985
- (zz) DoD Directive 1010.10, "Health Promotion," March 11, 1986
- (aaa) Section 5703 of title 5, United States Code
- (bbb) Section 1589 of title 10, United States Code
- (ccc) Executive Order 11157, "Prescribing Regulations Relating to Incentive Pay for Hazardous Duty, Special Pay for Sea Duty and Duty at Certain Places, Basic Allowances for Subsistence and Basic Allowances for Quarters," June 24, 1964, as amended
- (ddd) DoD 7000.14-R, Volume 7, Part A, "DoD Financial Management Regulation (Department of Defense Military Pay and Allowances Entitlements Manual)," January 1993, authorized by DoD Instruction 7000.14, November 15, 1992
- (eee) DoD Directive 1015.6, "Funding of Morale, Welfare, and Recreation Programs," August 3, 1984
- (fff) Section 2856 of title 10, United States Code
- (ggg) DoD Instruction 7045.7, "implementation of the Planning, Programming, and Budgeting System (PPBS)," May 23, 1984
- (hhh) DoD Instruction 7700.18, "Nonappropriated- and Privately-Funded Construction Projects - Review and Reporting Procedures," May 12, 1983



- (iii) Public Law 90-629, "Arms Export Control Act." October 22.1968
- (jjj) DoD 7000. 14-R, Volume 15, "DoD Financial Management Regulation (Security Assistance Policy and Procedures)," March 1993, authorized by DoD Instruction 7000.14, November 15,1992
- (kkk) Section 5911 of title 5, United States Code
- (lll) Section 5536 of title 5, United States Code
- (mmm) Section 5912 of title 5, United States Code
- (nnn) Section 5942 of title 5, United States Code
- (ooo) Section 2830 of title 10, United States Code
- (ppp) Section 2831 of title 10, United States Code
- (qqq) Section 2834 of title 10, United States Code
- (rrr) Section 1141 of title 10, United States Code
- (sss) Chapter 59 of title 10, United States Code



ABBREVIATIONS AND/OR ACRONYMS

ADUSD(CI)	Assistant Deputy Under Secretary of Defense (Conservation and Installations)
AECA	Arms Export Control Act
ASD(P&R)	Assistant Secretary of Defense (Personnel and Readiness)
BAQ	Basic Allowance for Quarters
CONUS	Continental United States
DA&M	Director of Administration and Management
DD	Department of Defense
DHUD	Department of Housing and Urban Development
DoD	Department of Defense
DoS	Department of State
DUSD(ES)	Deputy Under secretary of Defense (Environmental Security)
EOOBH	Equal Opportunity in Off-Base Housing
G&FOQs	General and Flag Officers Quarters
GM	General Merit
GS	General Schedule
HRS	Housing Referral Services
HUD	Housing and Urban Development
MAAG	Military Assistance Advisory Group
MIL-HNBK	Military Handbook
OADUSD(CI)	Office of Assistant Deputy Under Secretary of Defense (Conservation and Installations)
ODUSD(ES)	Office of Deputy Under Secretary of Defense (Environmental Security)
OHA	Overseas Housing Allowance
O&M	Operations and Maintenance
OMB	Office of Management and Budget
Pcs	Permanent Change of Station
POM	Program Objectives Memorandum
SES	Senior Executive Service
TDY	Temporary Duty
TLA	Temporary Lodging Allowance
TLFs	Temporary Lodging Facilities
UEPH	Unaccompanied Enlisted Personnel Housing
UFAS	Uniform Federal Accessibility Standards
UOPH	Unaccompanied Officer Personnel Housing
UPH	Unaccompanied Personnel Housing
Us.	United States
U.S.C.	United States Code
Uso	United Service Organizations, Inc.

VHA	Variable Housing Allowance
WG	Wage Grade
WL	Wage Leader
WS	Wage Supervisor